

Department of State

Departmental Announcement 11

REPORTING APPRAISAL SYSTEM

1. The Director General of the Foreign Service and the Office of the Foreign Service are very much interested in learning whether the reporting services provided by the Foreign Service of the United States are satisfactorily meeting the actual requirements of the numerous users and in having such services appraised on a regular and continuing basis. The need for adequate data on the value and deficiencies of individual reporting efforts has been repeatedly stressed by Selection Boards, the Office of the Foreign Service, the Bureau of the Budget, and the Congress. The program now administered by the Office of the Foreign Service, Division of Foreign Reporting Services, was designed to provide such data as well as to supply Chiefs of Missions and reporting personnel in the field with the constructive reaction of users, both public and private, to the reporting.
2. Appraisal forms (DS-509 for economic, cultural, administrative, consular, etc.; and DS-767 for political reporting) provide for the grading of individual submissions from the field and for appropriate comment, not only on individual reports, despatches, telegrams, and airgrams but also on reporting coverage, programs as a whole, by post, country, or area. Such comments, to be of maximum value, should indicate the strong and weak points of a report or series of reports, offer constructive criticism and suggestions for improvement, and indicate when a particular type of report is no longer necessary for actual operations or as a basis for policy formulation.
3. All users of Foreign Service reporting are requested to cooperate in the program to the fullest extent possible. Field communications reaching the desks of officers without an appraisal form attached should be appraised on forms voluntarily submitted by the reviewing officers or by memoranda addressed to the Division of Foreign Reporting Services, Office of the Foreign Service. Appraisal forms may be secured upon request from that Division - (Republic 5600, extension 4448).
4. The Division of Foreign Reporting Services is prepared to discuss the operation of the appraisal program and would welcome invitations from users of foreign reporting services.

State Dept. declassification & release instructions on file

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